PROCEDURES FOR ADMINISTRATIVE HEARINGS

The following are general guidelines for conducting administrative hearings.

All procedural questions that arise during the course of a hearing will be decided by the administrative hearing officer (AHO).

PRE-HEARING
After the student conduct administrator (SCA) brings the Respondent into the hearing room, AHO makes brief introductions and explains the hearing process. The AHO asks if the Respondent understands the process. If so, the hearing can begin. At this time everyone is informed the hearing is being audio recorded.

INTRODUCTION
The SCA turns on the recorder. All participants in the room introduce themselves for the audio recording. The AHO reads the “Statement of Testimony and Honesty” to the Respondent.

Statement of Testimony and Honesty
You have allegedly violated (or are witness to) the Bucknell University Code of Conduct and, are not required to answer any questions asked of you at any disciplinary proceedings. However, any information you choose to provide must be accurate and correct. If you intentionally provide false or misleading information to the AHO, you will be in violation of the Bucknell University “Statement of Community Responsibility” and additional charges may be filed against you. Additionally, a pattern of untruths or fabrication will be considered by the AHO when imposing sanctions in this case.

The following questions are asked of the Respondent.

* Do you understand this statement?
* Did you receive notification of the charges against you?
* Did you have a pre-hearing meeting with a member of the Dean of Students Office?
* Do you understand your rights and responsibilities as outlined in the Bucknell University Code of Conduct?

If the respondent answers “no” to any of these questions, the AHO will make a reasonable attempt to rectify the situation.

READING OF CHARGES
The AHO reads the charges. To each charge, the Respondent pleads responsible or not responsible.

OPENING STATEMENT
The Respondent will then have an opportunity to present an opening statement orally (or in writing). The opening statement will not be questioned by the AHO.

UNIVERSITY PRESENTATION
The AHO calls in witnesses relevant to the case identified by the SCA. The AHO will read the “Statement of Testimony and Honesty” to witnesses as they appear, asking if they understand the statement. The AHO will begin questioning the witnesses. When the AHO has finished questioning the witnesses, the Respondent has the ability to ask questions of each witness. The AHO will determine whether questions posed by the respondent are relevant and appropriate. The SCA has the ability to ask questions of witnesses. The AHO will determine (by asking the SCA and the Respondent) if there is reason to re-call the witness during the re-call period.

RESPONDENT’S PRESENTATION
The respondent then has an opportunity to call witnesses. The AHO will read of the Statement of Testimony and Honesty to each witness as they appear. The Respondent will question the witness first and then the AHO has the ability to question each witness. The SCA may ask questions of each witness as well. The AHO shall determine whether questions
posed by the respondent are relevant and appropriate. The AHO will determine (by asking the SCA and the Respondent) if there is reason to re-call the witness during the re-call period.

When the Respondent has finished presenting witnesses, the AHO will have the opportunity to question the Respondent. Before beginning the questioning, the AHO will remind the Respondent of the “Statement of Testimony and Honesty” read earlier.

**WITNESS RE-CALL**
The AHO will ask if anyone has reason to recall any of the witnesses. The AHO has authority to limit or restrict the number of witnesses to be recalled and the scope of the witnesses’ testimony.

**CLOSING STATEMENT**
The respondent makes a brief closing statement that cannot be questioned by the AHO. The AHO has the authority to limit the length and nature of the statement. The AHO turns off the tape recording.

**DELIBERATION**
The AHO will meet in a closed session to render a decision on responsibility. If the student is found not responsible, the hearing ends.

**DETERMINATION OF SANCTIONS**
If the Respondent is found responsible, the AHO is informed by the SCA of the student's previous conduct history and are provided a list of past similar university cases with the sanctions issued. The AHO will present the Statement Relevant to Sanctioning to the AHO.

**Statements Relevant to Sanctioning**
On or before the day of the hearing, the Respondent may submit a written statement relevant to sanctioning for consideration by the AHO. The statement must be provided to the SCA in a sealed envelope. The statement will be read by the AHO only if the Respondent is found responsible. If the AHO does not find the Respondent responsible, the envelope will be destroyed and unopened, by the SCA.

**NOTIFICATION OF OUTCOME**
The AHO will notify the Respondent of the outcome of the hearing in writing (which may include by email) promptly once a decision is reached, but typically no later than three business days from the conclusion of the hearing. The Complainant, if any, will be notified to the extent consistent with law.